



Fair Park – Seasonal Help

Jefferson County Fair Park is county owned and operated and has made it their mission since 1852 to provide a facility for all citizens where young and old can gather to display their talents, accomplishments, and celebrate their cultures, in order to promote education, entertainment, and economic growth in Jefferson County.

Over the years, Fair Park has grown immensely and now hosts a wide variety of events. The biggest event of the year is Jefferson County Fair, which goes on for 5 days in July and attracts approximately 45,000 people. Around 240 other types of events are also hosted including: multiple horse shows, car shows and swap meets, Gemuetlichkeit Days Festival, Dairyland Classic Dog Show, Flea Markets, Camping Rallies, Dairy Breakfasts, Pet Swaps, multiple 4-H project meetings, and various others.

In order to operate efficiently during all events, Fair Park is in need of an additional summer office assistant, a summer laborer, and Fair Week help, more details for each position follow.

Summer Office Assistant (\$11/hour): assist with office and clerical tasks in preparation for, during, and following the annual County Fair. This will include providing friendly customer service by phone, email, and in person, answering general questions and referring to Fair Office when necessary. Additionally, you will proof and enter Fair entries, assist with department set-up, take-down, and storage, and hand out, review, and assist with the processing of judging sheets, and a variety of other tasks completed is needed.

Summer Laborer (\$11/hour): assist Fair Park maintenance team with basic custodial, grounds, and maintenance tasks. This includes: preparing buildings and grounds for events, cleaning and maintaining buildings and grounds, operating tractor and skid loaders as needed, and performing other tasks.

Fair Week Help (\$10/hour): both grounds maintenance and office help needed during Fair (July 7th – 11th, 2021). Some individuals will be needed to assist with setup the week before and cleanup the week after fair.

Qualifications we are looking for:

- Summer Office Assistant – must be 18 years or older, proficient in Microsoft Office, and possess excellent customer service skills. Knowledge of Fair and Agriculture is crucial to assist the general public
- Summer Labor – must have a valid Wisconsin driver's license, reliable transportation, and 18 years old to operate equipment. Previous farming, building/grounds maintenance, and event set up, preferred.
- Fair Week Help – knowledge of the Fair, office experience, or building/ground maintenance, preferred.

Applications will be accepted until all positions are filled.

Please check each box by each position(s) you are interested in when applying online.

Application and position details are available at www.jeffersoncountyywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer